

Community Pharmacy Kent Deadline Tracker December 2024

If you are part of a pharmacy group or multiple, please liaise with your company head office.

Date Sensitive Tasks

The following tasks need to be completed on by the date specified below:

Subject	Requirement	Deadline	Action and links	Tick when completed
Pharmacy First	Service Income	December 2024	<p>Pharmacy First: The activity threshold of clinical pathway consultations increases to a minimum of 20 clinical pathways per month. This means pharmacy owners must provide a minimum of 20 consultations that pass the gateway point (as detailed in the clinical pathways) to be eligible for the £1,000 monthly payment.</p> <p>Ensure pharmacy team members are aware of the increase in activity threshold and discuss actions that can support the team to reach the increased target</p>	
NHS Profile Manage	Contractual Requirement	Complete by 31st September 2024	<p>Ensure the DoS and NHS.uk website pharmacy profile is comprehensive and accurate by updating via the NHS Profile Manager.</p> <p>Verify and where necessary, update the information contained in the profile at least once each quarter. The financial quarters are:</p> <ul style="list-style-type: none"> • 1st October to 31st December • 1st January to 31st March • 1st April to 30th June • 1st July to 30th September <p>Click here for the new NHS profile Manager tools for updating DoS and NHS website.</p> <p>Note the NHS Terms of Service require pharmacy owners to check that their opening hours, contact information, facilities and services information are up to date for each profile, each financial quarter. Check that each module is marked as verified even if no change is required to the information. All boxes must be ticked in the NHS profile Manager otherwise it will be marked as incomplete. The facilities section is the profile most often missed for confirmation.</p>	

Workforce Survey 2024	Contractual Requirement	Complete by 11.59pm on the 11th of December 2024	<p>The 2024 mandatory workforce survey is now open for pharmacy owners to complete.</p> <p>This is a mandatory requirement for all pharmacy owners.</p> <p>The NHSBSA has sent emails to pharmacies asking them to complete the online survey. For those pharmacies that do not receive an email from the NHSBSA, such as multiple pharmacy groups, it is likely your head office will submit data on their behalf, but if there is any doubt, check with head office. Complete the survey and ensure this is done by midnight on 11th December 2024.</p> <p>Guidance on how to complete the Workforce Survey can be found here</p> <p>Frequently Asked Questions on the survey can be found here</p>	
MYS – Unplanned Closures	Contractual	Ongoing	The Terms of Service require NHS community pharmacy owners to have a business continuity plan for temporary suspensions due to illness or other reasons beyond their control and to action the plan when necessary. Notifications of unplanned temporary suspensions of services (closures) can now be made via the MYS Portal . Find out more here .	
Summary of payments including claiming deadlines	Pharmacy income	See dates on attached link	follow the link below for claiming deadline of nationally commissioned services. here	
Serious Shortage Protocols (SSPs)	Dispensing		Active SSPs Can be found here	

Regular Tasks

The following task need to be completed on a daily/monthly basis:

Item	Requirement	Deadline	Action	Completed
PharmOutcomes	Act now	Ongoing	Check Pharm Outcomes a minimum of twice a day for referrals.	
Virtual Outcomes	Workforce Training	Ongoing	To access training click the link Pharmacy Training - Virtual Outcomes	



			This training platform is free to all Community Pharmacy Contractors across Kent and Medway	
Community Pharmacy Kent (CPK) newsletter	Communications	Ongoing	Encourage your locums and the rest of your pharmacy team to join the Newsletter Mailing list here to ensure they are up to date with new guidance and updates in the rapidly changing pharmacy environment.	
NHS Mail	Pharmacy IT	Access regularly (at least once a month)	From 1st December 2022, personal NHS-mail accounts which are not used for 30 days will be marked inactive and inactive accounts which are not activated within the following 30 days will be deleted. Ensure you access your personal NHS.net email regularly to avoid your account being deleted. Further information is available here	

If you require additional support from Community Pharmacy Kent (Kent LPC) please contact the office team:

Name	Job Position	Email contact
Adeyinka Jolaoso	Service Development Manager	Adeyinka.jolaoso@kentlpc.org.uk
Priya Mattu	GPCPCS and DMS project lead	Priya.mattu@kentlpc.org.uk
Natalia Bejan	PA/Office administrator	Natalia.bejan@kentlpc.org.uk
Mark Anyaegbuna	Chief Executive Officer	Mark.anyaegbuna@kentlpc.org.uk